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Security

SECURITY OF BUILDING 8110



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This instruction implements AFD 31-1, *Physical Security*, by establishing procedures for using, securing, and protecting Building 8110. This instruction applies to all personnel working in or having access to Building 8110.

SUMMARY OF REVISIONS

Updates additional responsibilities for the building manager to include notification, evacuation, posting, changing, and removing Threatcon signs (paragraph [2.1.-2.1.1.](#)); establishes functional area responsibility to assist the building manager in securing the building and monitoring Entry Control Points (ECPs) (paragraphs [2.1.2.-2.1.4.](#)); outlines occupant's evacuation procedures (paragraph [2.2.](#)). A “[]” indicates revised material since the last edition.

1. Occupants of Building 8110. Because Building 8110 is a primary storage facility with occupants from several different organizations, users must comply with this instruction to ensure resource protection and security. The building manager for Building 8110 will be the focal point to resolve all conflicts and situations not covered by this instruction.

- 1.1. Anyone without an access key must obtain supervisory approval when working in Building 8110 after normal duty hours.
- 1.2. Each section, branch chief, and tenant occupant must ensure windows, doors, and government resources are secured daily before departure.
- 1.3. Each organization must replace burned out light bulbs in their respective areas where ceilings are 10 feet or lower. The 10th Civil Engineer Group will replace bulbs where ceilings are higher than 10 feet.
- 1.4. Users must submit all routine work requests through the building manager or alternate. In emergencies, users may request work directly.

2. Contingencies. During exercises or real world situations, the following procedures will apply to the security of Building 8110.

2.1. The building manager or designated representative by the 10 ABW/LG has the overall responsibility to ensure Building 8110 is secured. This includes notification, evacuation, locking doors, posting Threatcon information, and securing Entry Control Points (ECP). The building manager will receive directions from the Logistics Division (10 ABW/LG) Unit Control Center (UCC). The building manager's primary duties are to implement instructions from the 10 ABW/LG/UCC.

2.1.1. When notified by the UCC, Threatcon signs will be posted at all entrance and exit doors. Functional areas identified below will ensure doors are locked, signs are posted, changed and removed when directions are received from the building manager.

2.1.2. When access to Building 8110 is restricted, the building manager will activate the Logistics Security Detail at ECPs to perform Random Anti-terrorist Measures (RAM). The building manager will provide specific instructions and the necessary materials to exercise control at ECPs. Most of the RAM requirements are listed on the applicable Threatcon posters.

2.1.2.1. The Logistics Security Detail will be trained by the building manager to conduct RAMs. The following Logistics functional areas will comprise this detail and perform security procedures during the time frame indicated:

| Hours | Branch |
|-------|---|
| 1 – 2 | LGCB |
| 3 – 4 | LGL |
| 5 – 6 | LGCA |
| 7 – 8 | LGCW |
| 9 - | There after will be rotated as required |

2.1.3. Individuals on detail will be stationed at the main ECP in Building 8110. Individuals with issued keys will use only the designated ECP.

2.1.4. Occupants other than LG functional areas will provide security checks at designated ECPs within their areas of responsibility.

2.2. Evacuation. If directions are received to evacuate the building, personnel will depart the building immediately by the nearest exit.

2.2.1. Once all personnel have evacuated the building, the senior ranking person should assemble LG personnel in the Security Forces parking lot, north of Building 8110, and obtain a head count.

2.2.2. Alternate assembly areas, depending on the situation, will be north of Transportation, Vehicle Operations Section, Building 8124, or the grassy area adjacent to the Wing Headquarters, Building 8034.

2.2.3. Occupants on the southeast and southwest side of Building 8110 will evacuate from the south end of the building if the situation dictates.

2.3. Occupants Responsibilities. Each organization in Building 8110 must establish procedures for security of their assigned areas. In addition, each of the following organizations must ensure their

assigned doors are opened and closed during normal duty hours and are secured not later than 1700 each duty day:

| Organization Door Numbers | Door Numbers |
|---|--|
| Material Acquisition (10 CES/CEOM) | 1, 2, 3, 30, 32, and 33 |
| AH Athletics Gift Shop Whse (AHSBG) | 4, 5 and 6 |
| Eagle Zone (10 CES/CEOFE) | 8 and 22 |
| Corps of Engineers (USCOE) | 7 |
| HAZMAT Pharmacy (SMI International) | 9 |
| Supply Contractor (SMI International) | 10, 11, 12, 13, 14, 15, 16, 17, and 18 |
| Furnishings Management (510 CES/CEHG) | 19 and 20 |
| Specialized Contracts (10 ABW/LGCW) | 21 |
| Administration Office (10 ABW/LGCWA) | 23 |
| Infrastructure Element (10 ABW/LGCA) | 24 |
| SABER Office (10 ABW/LGCA and 510 CES/CECZ) | 30 |

2.3.1. During an exercise, the building manager will notify the Chief QAE/Functional Area Chief, who will advise the contractor of his or her responsibility under the contract.

2.3.2. Base Supply Contractor (10 ABW/LGLSS) and Custodial Contractors must comply with the security and key control requirements of their contract.

2.3.3. Personnel entering the building after normal duty hours will ensure that the door is locked and secure at all times.

3. Key Control. Each individual issued a key will sign an AF Form 1297, **Temporary Issue Receipt**, and safeguard all keys. No keys issued to an individual by the building manager may be duplicated.

3.1. Individuals whose keys (other than master keys) are lost, stolen, or misplaced may be required to rekey or replace the affected lock at their own expense. Individuals whose master key is lost, stolen, or misplaced may be responsible for costs to replace all locks and keys for that system.

3.2. Issue of master keys will be held to an absolute minimum and must be approved by the Chief of the Logistics Division.

3.3. Upon reassignment, retirement, or termination, etc., key holders must return all keys to the building manager for Building 8110 before leaving the USAF Academy. All sections, branch chiefs, and tenant occupants must ensure keys are returned.

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